



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

5720

PERS 00J6/20180644
September 17, 2018

Ms. Betty Olson
Office of Injured Employee Counsel
Houston West Field Office
350 N Sam Houston Pkwy E, Suite 110
Houston, TX 77060

Dear Ms. Olson:

SUBJECT: YOUR FREEDOM OF INFORMATION ACT (FOIA) REQUEST

This is in response to your Freedom of Information Act (FOIA) request of September 17, 2018. You seek copy of documents regarding performance evaluations, disciplinary actions, dates of employment, leave balances, last year of attendance records, and awards pertaining to Alhely Jasmin Leavitt. Your request was received in this office (PERS-00J) on September 17, 2018, and has been assigned correspondence number CNPC20180644 by this command.

A check of the Navy Electronic Military Personnel System (EMPRS) does not reflect a Navy military personnel record for Alhely Jasmin Leavitt as described in your request as being maintained by this command. Please contact the National Personnel Records Center (NPRC) at <http://www.archives.gov/st-louis/military-personnel/> if you believe this individual was discharged from the U.S. Navy prior to 1998. NPRC processes requests for older records. Enclosed you will find contact information for the Defense Finance and Accounting Service (DFAS) as they have cognizance over LES and pay information.

If you believe an adequate search of this command's records was not conducted, you have the right to appeal this "No Records" determination, in writing, to the Office of the Judge Advocate General, OJAG Code 14, 1322 Patterson Avenue SE Suite 3000, Washington Navy Yard, DC 20374-5066.

Should you believe the submission of an appeal necessary, it must be received in that office within 90 calendar days from the date of this letter in order to be considered. Please attach a copy of this letter and the original request. Include a statement regarding why you believe this command may possess records responsive to your request. Please mark both the envelope and your appeal letter "FOIA/PA APPEAL."

5720

PERS 00J6/20180644

September 17, 2018

No assessable FOIA fees were associated with the processing of your request. I am the official responsible for this "No Records" response regarding records maintained by this command. Should you wish to discuss this matter, you may contact the undersigned at (901) 874-3165. You can also contact the DON FOIA Public Liaison, Christopher Julka, at Christopher.a.julka@navy.mil or at (703) 697-0031.

Outside the Department of Defense, the Office of Government Information Services (OGIS) provides a voluntary mediation process for resolving disputes between persons making FOIA requests and the Department of the Navy (DON). Their website is below:

<https://www.archives.gov/ogis/about-ogis/contact-information>.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. P. German', with a long horizontal flourish extending to the right.

D. P. GERMAN
FOIA/PA Officer
By direction

How to Submit a FOIA Request

You can submit your FOIA request in the following formats: electronic, written or via fax. Before submitting a FOIA request, please check to see if the information you are looking for is available in our [Electronic Reading Room \(/foia/foiareadingroom.html\)](http://foia/foiareadingroom.html), or perhaps listed under another category on our Web site.

Step 1: Preparing your request

Follow these easy steps to correctly prepare your request:

- Describe, in detail, the record or records you are seeking. Providing detailed information helps to improve your response. At minimum provide:
 - Descriptive information about the document
 - Time frame to be searched
 - Type of document or report
- State your willingness to pay all FOIA search and copy fees or state the most you are willing to pay in fees. If you would like a waiver, provide justification to support the waiver. If you don't specify the most you are willing to pay we'll assume you'll pay up to \$250. If the fees are estimated to be more than \$250, we'll contact you with an estimated cost prior to searching documents. [Read about how FOIA fees are estimated \(http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2086.pdf\)](http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2086.pdf).
- If you submit a written request, label the envelope "**FREEDOM OF INFORMATION ACT REQUEST**."
- Include your complete postal service mailing address on your request so we can respond to you. If you can, please include a phone number as well.

Submitting your request

DFAS records are decentralized so if you know which location maintains the records, send your request to the location directly. If you don't know where the record is maintained, send your request to the FOIA/PA Program Manager's Office. Where to send a FOIA/PA request:

Indianapolis FOIA/PA Program Manager

8899 East 56th Street

Indianapolis, IN 46249-0150

Office: 317-212-4591

Fax: 317-212-8802

Active Duty Army, Air Force, Reserve, Guard, Civilian payroll records, and other Agency reports, vouchers, contracts, etc

Cleveland

FOIA/PA Adherence Division

1240 East Ninth Street, Room 1417

Cleveland, OH 44199

Office: 216-522-5225

Fax: 216-522-5471

Active Duty Navy, Marine Corps, Reserve, Guard, Retired/Annuitant Pay, Garnishment, Civilian payroll and other Agency reports, vouchers, etc

Step 3: Processing your request

You should receive a response to your request within 20 workdays. If the request is sent to the improper DFAS FOIA office that office can take no more than ten days to transfer the request to the appropriate FOIA officer. If your request requires legal review or clarification, response time could be longer than 20 days.

[\(/foia/foiaappeal.html\)](#) **How to file a FOIA appeal if your request was denied.** [\(/foia/foiaappeal.html\)](#)

Page updated April 2, 2013.